



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** November 15, 2019  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Fire Department
    - One Firefighter Paramedic Position
  - Library
    - Part-Time Library Aide; interviews were held on Wednesday, November 13, 2019.

**Court**

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
10/06/2019 - 10/12/2019	148						
10/13/2019 - 10/19/2019	8	32					32
10/20/2019 - 10/26/2019	80.5	85	12				73
10/7/2019 - 11/02/2019	16						

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
10/10/2019	305	200	185
10/17/2019	335	203	186
10/24/2019	352	215	129
10/31/2019	352	192	162

TRANSACTION TYPE	NUMBER OF TRANSACTION FOR THE MONTH OF OCTOBER
UTILITY PAYMENTS	1085
UTILITY NEW SERVICE	11
PERMITS COM DEV	111

COURT	425
RLC FINES	255
RLC LATE FEES	47
IMPOUND LOT FEES	45
TOWING FEES PAYABLE	75
GARAGE SALE	23
MESCELLANEOUS	93
<b>TOTATL FOR THE MONTH</b>	<b>2551</b>

### Public Works

- Projects:
  - The LC-17 crew is waiting for the creek to dry up before continuing. They will be working on the roadway and in the creek.
  - Leon Valley Street Maintenance Year 2 – we will be performing a walk through this week and preparing a punchlist for corrections.
  - Staff is still waiting on approval from VIA for the library and park bus shelter artwork. Once received, it is to be installed.
  - City Crews have started the concrete project on El Verde Road in front of the fire station. Work is expected to take 6 – 8 weeks, depending on weather and concrete curing times.
  - Staff will be forwarding some documents to Directors from CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities. Tentative meeting date is 11/24 to go over the results and create an energy reduction plan.
  - Bexar County is moving forward with the installation of flood gates along Poss and Evers. They expect to install them this month.
  - Staff has contacted construction and landscaping companies for the remodel of the restrooms at the Leon Valley Community Pool and installation of landscaping in the adjacent vacant lot. We will be presenting the information to City Council on November 19<sup>th</sup>.
  - The Grass Hill generator and Forest Meadow drainage improvements projects have started. The Forest Meadow entrance to the park is limited, as this area is in the work zone. Community Gardeners will be able to tend to their plots while the work is in progress.
  - Staff has chosen the streets for the FY 2020 Street Maintenance Project, based on their ranking. The City Engineer will now prepare the plans and bid specifications.
  - The engineer has begun preparing bid documents for the Grass Hill elevated tank rehabilitation project.
  - Plans for ADA sidewalk extensions across the alleys in Linkwood are being developed.
  - Staff has ordered the new Capital items for the park, which include new picnic tables, shade structures, an outdoor fitness station for the Linkwood Trail, and a new pavilion for the new walking path at Raymond Rimkus Park.
  - Staff is finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these much needed improvements.
  - Continuing to remove asphalt on El Verde Road for concrete in front of the fire station.
  - Installing holiday lighting and decorations at all facilities in preparation for the Holiday Lighting Ceremony and other December holiday activities.
- Training
  - New Crew Foremen and Leaders will be taking supervisor training classes.
  - Sending more employees to pesticide training in December.
- Meetings/Events
  - 11/14/19 – Park Commission will meet at the Conference Center at 6:30 pm.
  - 11/16/19 – A flood insurance grandfathering meeting will be held at the Conference Center, from 10 am to Noon. This meeting is open to all residents who pay for flood insurance.

- Staff is attending bi-monthly meetings with the Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek.
- Staff is attending TxDOT Technical Advisory Group meetings for Bandera Road.

## **Police Department**

Please see below information on police activity over the listed period. Have a great day!

- Arrest
  - 10-28-19 – 5500 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 10-28-19 – 6800 Sawyer – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 10-29-19 – 5600 Bandera Rd. – One Arrested for Unauthorized Use Motor Vehicle & Possession of Controlled Substance with Intent to Deliver
  - 10-30-19 – 6700 Poss Rd. – One Arrested for Burglary of a Vehicle
  - 10-31-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
  - 11-01-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
  - 11-01-19 – 5700 Bandera Rd. – One Arrested for Outstanding Warrant
  - 11-01-19 – 5400 Bandera Rd. – Wanted Person – One Arrested for Outstanding Warrant
  - 11-02-19 – 5600 Evers Rd. – Disturbance – One Arrested for Indecency with a Child
  - 11-03-19 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-03-19 – 6800 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-03-19 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-03-19 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-03-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-03-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-04-19 – 6800 Sunlight – Suspicious person – One Arrested/Cited Released for Possession of Drug Paraphernalia
  - 11-04-19 – 6400 El Verde – Emergency Detention – One Arrested/Released at Hospital
  - 11-05-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-05-19 – 6000 Wurzbach Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 11-05-19 – 5600 Evers Rd. – Wanted Person – One Arrested on Active County Warrant
  - 11-06-19 – 6100 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-06-19 – 5600 Grissom Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-07-19 – 7000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-08-19 – 6500 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
  - 11-08-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-08-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-09-19 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-10-19 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-10-19 – 5300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-10-19 – 6800 Forest Haven – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-10-19 – 6600 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 11-10-19 – 5300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
  - 10-07-19 – 5900 Bandera – Crash
  - 10-28-19 – 5900 Wurzbach Rd. – Burglary of a Business
  - 10-28-19 – 5700 Bandera Rd. – Crash
  - 10-28-19 – 5900 Wurzbach Rd. – Theft
  - 10-28-19 – 7000 Settlers Ridge – Found Open Garage Door
  - 10-28-19 – 5600 Bandera Rd. – Alarm
  - 10-28-19 – 6200 Grissom Rd. – Burglary of a Habitation
  - 10-28-19 – 6800 Bandera Rd. – Alarm
  - 10-28-19 – 5700 N.W. Loop 410 – Crash

- 10-28-19 – 5700 Wurzbach Rd. – Crash
- 10-29-19 – 6400 Stable – Burglary of a Building
- 10-29-19 – 6900 Bandera Rd. – Crash
- 10-29-19 – 7000 Bandera Rd. - Crash
- 10-29-19 – 5600 Bandera Rd. – Forgery
- 10-30-19 – 6500 Charles Field – Alarm
- 10-30-19 – 6000 Grissom Rd. – Alarm
- 10-30-19 – 6500 Halter – Violation of City Ordinance (Inoperable vehicle) X2
- 10-31-19 – 6100 Bandera Rd. – Crash
- 10-31-19 – 5600 Bandera Rd. – Criminal Trespass
- 10-31-19 – 5600 Bandera Rd. – Crash
- 10-31-19 – 7600 Deer Ln. – Crash
- 10-31-19 – 6000 Forest Shadow – Alarm
- 10-31-19 – 5300 Bandera Rd. – Alarm
- 10-31-19 – 6200 Rue Sophie – Theft
- 10-31-19 – Bandera at N.W. Loop 410 – Crash
- 10-31-19 – 6400 Bandera Rd. – Crash
- 10-31-19 – 6400 Bandera Rd. – Criminal Trespass
- 11-01-19 – 6800 Bandera Rd. – Crash
- 11-01-19 – 7000 Wildfern – Criminal Mischief
- 11-01-19 – 5600 Evers Rd. – Threats
- 11-01-19 – 7000 Settlers Ridge – Violation of City Ordinance -Junk Vehicle
- 11-01-19 – 6400 Bandera Rd. – Crash
- 11-01-19 – 5700 Wurzbach Rd. – Crash
- 11-01-19 – 6700 Linkway – Alarm
- 11-01-19 – 6800 Huebner Rd. – Alarm
- 11-01-19 – 6500 Evers Rd. – Crash
- 11-01-19 – 7000 Bandera Rd. – Crash
- 11-01-19 – 7200 Forest Meadow- Violation of City Ordinance (Vehicle stored on roadway)
- 11-02-19 – 5600 Grissom Rd. – Assault/Bodily Injury
- 11-02-19 – 5400 Wurzbach Rd. – Alarm
- 11-02-19 – 7000 Bandera Rd. – Crash
- 11-02-19 – 5900 Bandera Rd. – Crash
- 11-02-19 – 6900 Poss Rd. – Crash
- 11-03-19 – 6300 Parsley Hill – Burglary of a Vehicle
- 11-03-19 – 6200 Bandera Rd. – Theft
- 11-03-19 – 6700 Bandera Rd. – Crash
- 11-03-19 – 6000 Grissom Rd. – Theft of a Vehicle
- 11-03-19 – 6400 Huebner Rd. – Criminal Mischief
- 11-03-19 – 7200 Trace Buckle – Alarm
- 11-03-19 – 7100 Huebner Rd. – Alarm
- 11-04-19 – 6700 Forest Way – Crash
- 11-04-19 – 6000 Bandera Rd. – Crash
- 11-04-19 – 6800 Bandera Rd. – Found Open Door
- 11-04-19 – 5600 Evers Rd. – Burglary of a Habitation
- 11-04-19 – 5600 Evers Rd. – Burglary of a Vehicle
- 11-04-19 – 6600 Bandera Rd. – Crash
- 11-04-19 – 5600 Bandera Rd. – Crash
- 11-04-19 – 5900 Bandera Rd. – Crash
- 11-04-19 – NW Loop 410 at Bandera RD. – Crash
- 11-04-19 – 7100 Bandera Rd. – Theft

- 11-04-19 – 5600 N.W. Loop 410 – Crash
- 11-04-19 – 6500 Bandera Rd. – Crash
- 11-05-19 – 6900 Bandera Rd. – Crash
- 11-05-19 – 6900 Bandera Rd. – Recovered Stolen Vehicle
- 11-05-19 – 6300 Evers Rd. – Theft
- 11-05-19 – 6000 Grissom Rd. – Runaway
- 11-05-19 – 6800 Bandera Rd. – Alarm
- 11-05-19 – 6200 Grissom Rd. – Crash
- 11-05-19 – 6500 Grissom Rd. – Crash
- 11-05-19 – 5900 Bandera Rd. – Found Property
- 11-06-19 – 6200 El Verde – Theft \$0-100
- 11-06-19 – 5400 Bandera Rd. – Alarm
- 11-06-19 – 5600 Wurzbach Rd. – Crash
- 11-06-19 – 5600 Bandera Rd. – Crash
- 11-06-19 – 5700 NW Loop 410 – Crash
- 11-06-19 – 6100 Wurzbach Rd. – Crash
- 11-06-19 – 5400 Grissom Rd. – Burglary of Vehicle
- 11-07-19 – 6800 Bandera Rd. – Alarm
- 11-07-19 – 5600 Bandera Rd. – Crash
- 11-07-19 – 6500 Grissom Rd. – Crash
- 11-07-19 – 6100 Bandera Rd. – Crash
- 11-07-19 – 6700 Huebner Rd. – Crash
- 11-07-19 – 7100 Bandera Rd. – Crash
- 11-08-19 – 5900 Bandera Rd. – Crash
- 11-08-19 – 6100 Bandera Rd. – Crash
- 11-08-19 – 5700 Bandera Rd. – Crash
- 11-08-19 – El Verde at Bandera Rd. – Crash
- 11-08-19 – 6600 Bandera Rd. – Alarm
- 11-08-19 – 5600 Bandera Rd. – Crash
- 11-08-19 – 5700 Bandera Rd. – Crash
- 11-08-19 – 6500 Grissom Rd. – Crash
- 11-09-19 – 7200 Bandera Rd. – Violation of City Ordinance (Loud Music/Band) X4
- 11-09-19 – Grissom Rd. at Bandera Rd. – Crash
- 11-09-19 – 6600 Peachtree – Crash
- 11-09-19 – 7400 Linkwood Dr – Dog Bite
- 11-09-19 – 5600 Grissom Rd. – Burglary/Vehicle
- 11-09-19 – 5600 Evers Rd. – Welfare Check
- 11-09-19 – 5700 Wurzbach Rd. – Suspicious Person
- 11-10-19 – 6600 Sally Agee – Alarm
- 11-10-19 – 6800 Forest Haven – Violation of City Ordinance (Parked on sidewalk)
- 11-10-19 – 5800 Bandera Rd. – Crash
- Citations - 121
- Warnings – 46
- Cases filed by CID, Twelve (12):
  - Three (3) Misdemeanor Assault
  - Two (2) Unauthorized Use of Motor Vehicle
  - One (1) Family Violence – Assault
  - One (1) Unlawful Possession of Firearm
  - One (1) Assault Bodily Injury
  - One (1) Unlawfully Carrying Weapon
  - One (1) Possession of a Controlled Substance 4-200 Grams

- One (1) Indecency with a Child
- One (1) Theft – Felony Enhanced
- CID Activity/Active Investigations
- Indecency with Child (Known Offender – Family)
  - Evading Arrest
  - Unauthorized Use of a Vehicle
  - Terroristic Threats
  - Forgery
  - Burglary of a Building
  - Assisted Castle Hills PD with Burglary Investigation
  - Registered Three (3) Sex Offenders
  - Assisted Patrol with Recovered Stolen Vehicle
  - Two (2) Hit and Run Investigations are Ongoing
  - Check in with Leon Valley Registered Sex Offenders Prior to Halloween
  - Thirty-Seven (37) Walk in Complaints Were Handled
  - Copied Sixteen (16) DVDs for DA’s Office
  - Nine (9) Subpoenas were Served
- Code Enforcement/Animal ControlCode Enforcement
  - (04) Junked/abandoned/illegal vehicles
  - (03) Trash complaints
  - (26) Bandit signs
  - (26) Grass/weed violations
  - (07) Building Violation
  - (05) Graffiti complaints
  - (02) Fence/right of way complaints
  - (04) Hoarder homes being monitored
  - (04) Violation of City Ordinance Notice Letters
- Animal Control
  - (01) Dead racoons
  - (01) Dead Skunk
  - (03) Dead Deer
  - (05) Missing pet calls
  - () Young racoons taken to animal rescue
  - () Lost dogs
  - () Lost cat
  - (16) At large dog calls
  - () Dogs picked up
  - () Returned to Owner
  - () Adopted
  - () Sent to rescue
  - () Dogs in boarding facility
  - (05) Pet noise complaints
- Traffic Unit Reporting Period Activity:
  - Active traffic assignments include school zones before and after school, neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera and Seneca, Evers Rd, and in Linkwood.
  - Reporting Period Activity:
    - Moving Violations 47
    - Non-Moving Violations 04
    - Warnings 16
    - Vehicles Impounded 02

- Impound Lot
  - Vehicles Towed: 27
  - Traffic: 24
  - Arrest: 01
  - VOC 00
  - Towed for Evidence (Stolen) 01
- Training
  - Chief Salvaggio attended the Concerns of Police Survivors Officer Wellness Conference in Chicago, Illinois.
- Volunteer Activity
  - Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.
  - Ten (10) officers served as mentors with students at Marshall High School Law Enforcement Students
  - Blue Santa preparation by decorating gift donation boxes.

**Fire Department**

- **Fire Department New Hires! (service progression)** – Welcome Joseph Perez and Erik Bernal sworn in with an Oath of Office as Leon Valley Firefighters and Paramedics by the Leon Valley City Secretary, Sandra Passailaigue.
- **Fire Department Promotion! (service progression)** - Joseph Valadez and Andy Patterson were sworn in with an Oath of Office Promoted to “Engineer” by the Leon Valley City Secretary, Sandra Passailaigue.
- **Congratulations Fire Marshal Justin Garcia (service progression and continuous education training)** – Fire Marshal Garcia graduated Friday, November 8, 2019 from The Bill Blackwood Law Enforcement Management Institute of Texas and Fire Executive Management Training from Sam Houston State University. He completed total of eighty hours of the Fire Executive Management Training Program (FEMT) The Law Enforcement Management Institute of Texas is partnering with the Texas Fire Marshals' Association to provide the first executive management training session for the discipline in the nation. The program encompasses the professional qualifications for fire marshals and evaluate the knowledge, skills and abilities needed to meet essential tasks of the job based on National Fire Protection Association standards. Also, the day-to-day operations of the job as well as community risk assessments and resource distribution.
- **Congratulations! 2019 Texas Fire Marshals Conference (continuous education training)** – Chief Naughton, Assistant Chief Burnside and Fire Marshal Garcia received Certificate of Completion for “2019 Texas Fire Marshals Conference”. This conference was comprised of completing 17 courses with 30 educational credits earned.
- **Fire Chief Naughton Interview with KSAT12 (community service)** – Chief Naughton provided Tim Gerber with KSAT12 an interview regarding Leon Valley Fire Departments Fire Recovery and Hazmat Mitigation Program.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$44,990.73** with a **98%** recovery rate.
- **Emergicon Cost Recovery Program (cost recovery)**- (EMS) Our Emergency Medical Billing Cost Recovery for the month of October was **\$32,286.38**.
- **UT Health San Antonio New Childbirth Labor Techniques Training (continuous education training)**- Our team completed training regarding new labor techniques for breach baby and cord prolapse as well as protocols for various situations.
- **Congratulations Elliott Gangwer! (continuous education training and service progression)**- Elliott was sworn in as Deputy Fire Marshal and will be assisting with Arson Investigations and Fire Code Enforcements.

- **Fire Department Training (continuous education training)** – The team completed Night Truck training this consists of utilizing lights to illuminate the scene and complete all night operations and practice different scenarios.
- **Congratulations Joseph Valadez (continuous education training)** – Joseph Valadez completed his TCFP Hazmat Incident Commander Certificate Joseph Valadez.
- **Fire Hydrant Training (continuous education training)** – The team proactively checks all Leon Valley Fire Hydrates to confirm all are working properly with adequate pressure throughout the city.
- **Congratulations to Chief Naughton and Assistant Chief Burnside! (service progression and continuous education training)** – Who completed their Fire and Life Safety Educator II TCFP certificate by way of Texas Commission on Fire Protection.
- **Standard Medical Operations Procedures Medical Training (continuous education training) - (SMOPS)** Standard Medical Operations Procedures Medical is comprised of updates and training by way of our Fire Department, Medical Director, Dr. Manifold and Roberto Moya, University of Texas Health Science Center at San Antonio.
- **Public Education at Christian village (community service)** – We spoke with approx. 80-100 senior citizen residents to explain the type of fire systems currently in their apartments, escape routes in case of a fire and what to do when a fire alarm is sounding. In addition, we have scheduled and will be conducting a live fire drill within the next two weeks to practice to ensure everyone understands. This is part of Leon Valley’s proactive Fire Prevention Program.
- **Swift Water Rescue (community service)-** Leon Valley Fire Department was called to a Swift Water Rescue with three vehicles at the scene. We rescued four people from their cars on this incident in creek with no injuries and no transports. Thank you to Balcones Heights and Castle Hills for their assistance to ensure the safety of our residences.
- **“While You Were Sleeping” Sleep comes when it can for firefighters in Leon Valley Interview (community service)** - Assistant Chief Eric Burnside and Captain Wade Clapper were interviewed by Katrina Webber, KSAT12 regarding the fire service, our Leon Valley team in the Life and Day of our Firefighters/Paramedics. Please access <https://www.youtube.com/watch?v=tbxktlYfys0> to view the interview.
- **Leon Valley, Declares November 14th, 2019 as “Diabetes Day”! (community service)** - Mayor Riley with City Council last week presented A Proclamation, Declaring November 14th, 2019 as “Diabetes Day” in the City of Leon Valley. Our goal is to make An Invisible Disease Visible! In addition, Elliott Gangwer, Firefighter/Paramedic and Wyatt, a young boy met at the fire station to share their diabetes experience. For additional information please access, <https://www.diabetes.org> and <https://worlddiabetesday.org>.
- **Congratulations Leon Valley, It’s A Girl! (community service)** – Saturday, we had the great pleasure of being called to the scene of the childbirth of a baby and cut the umbilical cord. The mother and baby transported to the hospital safely. Leon Valley’s population has increased
- **Thank you to everyone who supported our Breast Cancer Awareness Month by purchasing a Cancer Awareness T-Shirt. We appreciate your support.**

### **Community Development Department**

- Zoning Code/Comprehensive Plan Revisions
  - Staff is in the process of developing a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that Staff plans to address in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. Staff presented drafts of this RFP to the Zoning Commission at their October 8, 2019 and October 22, 2019 meeting for feedback. At the October 22 meeting, the Commission directed Staff to forward the draft RFP to the Council for final review prior to issuance for solicitations. Staff anticipates this issuance in early December.
- Zoning Commission

- The Zoning Commission held a Special Meeting on Tuesday, November 12, 2019. The following items were considered:
  - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. **Tabled**
  - Discussion and Possible Recommendation Regarding the Delineation of Boundaries of Neighborhoods Within Leon Valley.
- The next Zoning Commission meeting is scheduled for Monday, November 25, 2019. The following items are tentatively scheduled for consideration:
  - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road.
  - ZC-2019-03 (Zone Change) - A Zone Change to B-2, Retail District, with SO, Sustainability Overlay District Zoning, to R-3, Multi-Family District, with SO, Sustainability District Overlay District Zoning at 6011 Grissom Road.
  - SUP-2019-13 (Specific Use Permit) - A SUP for Childcare at 6011 Grissom.
  - SUP-2019-16 (Specific Use Permit) – A SUP for Commercial Uses at 5415 Bandera Road.
- Board of Adjustment
  - No new business
- Plats
  - Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush’s Chicken.
- City Council
  - The Planning and Zoning Department has the following development related Items scheduled for consideration at the November 19, 2019 City Council meeting:
    - Presentation and Feedback Regarding the Development of a Request for Proposals for Planning Services to Update the City’s Current Comprehensive Master Plan.
    - CA-2019-18 (Code Amendment) – An Ordinance Amending the Leon Valley Code of Ordinances Appendix A, Fee Schedule, Article A13.000 Zoning Administrative Fees, Establishing Planned Development District Zoning Request Fees. (2nd Reading as Required by City Charter)
    - CA-2019-06 (Code Amendment) – An Ordinance Amending Chapter 15, Zoning Code of the City of Leon Valley Code of Ordinances to Establish a “PD” Planned Development Zoning District and Associated Use and Development Standards. (2nd Reading as Required by City Charter)
- Permitting and Records
  - 32 Walk-Ins
  - 32 Building Permits Issued/Processed (including trade permits)
  - Received 3 Certificate of Occupancy Applications
  - Issued 11 Certificates of Occupancy

### **Economic Development**

- Facilitated ONIT Team meeting
- Attended Economic Development training courses
- Attended Northwest San Antonio Chamber of Commerce networking Breakfast
- Attended meeting with Boy Scouts of America and Councilwoman Dr. Rodriguez concerning local business sponsorship opportunities - 10/17/2019
- Facilitated Sign Code Update Advisory Committee meeting

- Attended team meeting concerning ongoing violations at 6504 Bandera #1
- Had working meeting with ED/CD Chairperson
- Putting together agenda & exhibits for next ED/CD Advisory Group Meeting
- Stop Work Orders:
  - None issued
- Certificate of Occupancies:
  - 6709 Bandera Rd- Cell Repair Techs
  - 6525 Bandera Rd - Postal & KPOP
  - 6504 Bandera Rd, Ste. 7 - Barbs Hair & Nails CO
  - 6504 Bandera Rd, Ste. 7- Jennifer Hair/Nails
  - 6504 Bandera Rd, Ste. 7 - Victoria's Beauty
  - 5504 Bandera Rd, Ste. 305 - Malcom Automotive
  - 6915 Bandera Rd, Ste. 102 - San Antonio Mariachi Academy
  - 6233 Evers Rd - CPR San Antonio
  - 5407 Bandera Rd, Ste. 105 - Elevate Our Veterans Sports FI
  - 5415 Bandera Rd, Ste. 512 - Go Puff
  - 5504 Bandera Rd, Ste. 207- J&J Transmission and Auto Repair

### **City Secretary**

- Since the last report, the City Secretary's Office has received 14 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas. Worked on City Council minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Submitted adopted ordinances for Supplement #3 of the City of Leon Valley Code of Ordinances, Supplement #3
- Held training for MinuteTraQ – Preparation of Agendas, Agenda Items and Packets
- Completed all requirements for 2<sup>nd</sup> Recertification through the Texas Municipal Clerks Certification Program (TMCCP)

### **Special Events/Community & Conference Center**

- Ongoing Projects:
  - Presenting to the Economic and Community Development Advisory Committee on November 21<sup>st</sup>, 2019, a proposal to fund the remodel of the Leon Valley Community Center.
  - Coordinating a "Healthcare Fair Event" with the Northwest Seniors and WellMed for December 18<sup>th</sup>, 2019 from 10:00 a.m. to 1:00 p.m. at the Community Center
  - Coordinating with AARP and Northwest Seniors for the "Free Tax Service Event", beginning February through April, Tuesdays and Thursday's only.
  - Coordinating ongoing Bandera Road Public Meetings with Linda Vela, Vice President, Public Involvement from Poznecki-Camarillo, Inc.
  - Coordinating with Public Works for the next Movies in the Pool event beginning May 23<sup>rd</sup>, 2020.
  - Continue to coordinate with the Police Department, Fire Department, HEB, John Marshall High School, Leon Valley Elementary Choir and Santa Claus for Christmas Tree lighting event on December 2, 2019.

- Ordered 2020 Fiesta Medals

## **Library**

- Created US Census google account to share event calendar and cooperative email account with US Census Committee members
- Submitted grant application for American Library Association Census Mini-Grant (specific to libraries)
- Extending community outreach: Attending Oak Hill Elementary (Nov. 21) for Family Night and Science and Technology, School of Discovery (Dec. 13) for Parent's Night.
- Working with Barcom to finish computer installation and upgrade.
- Submitted Notary Application—Waiting on final approval from State
- Interviewed applicants for the part-time Library Aide position
- Working with Friends of the Leon Valley Public Library on Breakfast with Santa: receiving donations and prepping for event.
- Tickets for Breakfast for Santa are on sale at the Leon Valley Public Library
- Upcoming Events
  - Friday, November 15, 2019 at 3:30-6:00--5<sup>th</sup> Annual Stuffed Animal Sleepover
  - Census Committee Meeting--November 18, 2018 at 6:00—Fire Station Conference Room
  - Friday, November 22, 2019 at 10:00-11:00am in the library--Community Coffee
  - LIBRARY CLOSED—November 28-29, 2019 for the Thanksgiving Holiday
  - Breakfast with Santa—December 7, 2019 at 8:00-10:30AM-Community Center
- October FY 18-19 compared to October FY 19-20:
  - Library Cards Issued increased 7.69%
  - Children Programs increased 10%
  - Attendance for Children's Programs increased 0.33%
  - Children's Computer Sessions increased 5.40%

## **Upcoming Events:**

- Next Regular City Council Meeting Tuesday November 19, 2019, at 6:00 p.m. in Council Chambers.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 p.m. at the Leon Valley Conference Center.
- Meeting with Mr. Gilbert Giron at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, 78238, on Saturday, November 16th, from 10:00 am to 12 noon to explain the process and answer any about a potential decrease in flood insurance premiums.
- City offices will be closed on Thursday, November 28, 2019, and Friday, November 29, 2019, in observance of the Thanksgiving Holiday.
- Battle of Badges PD vs FD Basketball Game Fundraiser! The admission is bringing an unwrapped gift for a child or a monetary donation on Friday, December 6th at 6:30 pm located at Jubilee-Sendero 5408 Daughtry Rd. All proceeds will go to local children in need who would not have a Christmas without our community's support. If you would like to donate an unwrapped toy for a child and are unable to attend any events, toys or monetary donations will be accepted at the Police Department (6400 El Verde Rd), November 7th - December 14th.
- Library Events
  - 8-Week Yoga Series on Sundays Presented by Yoga Seva: October 6th – November 24th
    - Saturday, October 26th from 10 am – 12 noon Library Fall Festival
  - Annual Stuffed Animal Sleepover:
    - Friday, November 15th: 3:30-6pm stuffed animal drop-off. Be sure to watch Facebook in the evening or early morning to see what the stuffed animals are up to.

- Saturday, November 16th: Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.
  - Blue Santa Events:
    - November 18th 3-6 pm Boot Drive- Bandera Corridor
    - November 22nd 3-7 pm Boot Drive- Bandera Corridor
    - December 2nd 5:30 pm Tree Lighting Ceremony Blue Santa Toy Collection Station
    - December 6th 6:30 pm Battle of Badges PD vs FD Basketball Game Fundraiser
    - December 8th 12-5 pm Toy Drive w/ Blue Santa- HEB Marketplace
    - December 14th 9 am Blue Santa Bag Stuffing- Fire Department
    - December 20th 8 am Blue Santa School and Day Care Visit
    - December 20th 4 pm Blue Santa Caroling for Homebound Residents
- Committee Meetings:
  - 11/18/2019 - 2019 Home Rule Charter Review Committee at 6:30 at City Hall.
  - 11/25/2019 – Zoning Commission meeting at 6:00 p.m. in the Council Chambers.
  - 11/20/2019 – Citizens Police Advisory Committee meeting at 6:00 p.m. at City Hall.